

**MANCHESTER WATER WORKS BOARD
OF WATER COMMISSIONERS MEETING**

April 28, 2022
Board room

3:30 p.m.
281 Lincoln Street
Manchester, NH

1. President Danielle York called the meeting to order at 3:30 p.m.

President York calls for the Pledge of Allegiance.

A moment of silence is observed.

Clerk Sullivan calls the roll.

Present: President York, Commissioner Sullivan, Commissioner Beaudoin, Commissioner Reardon, Commissioner Brown. There is a quorum present.

Public Comment - The President advises that this public comment session, not to exceed thirty minutes, is an opportunity for resident of Manchester and the Water Works franchise to address the Board on items of concern affecting the Community; that each person will be given only one opportunity to speak, all comments shall be limited to three minutes and any comments must be directed to the President. When your name is called, please come forward to the podium, clearly state your name and address when recognized, and give your comments. No resident came forward to address the Board. There were no submitted written comments to the Board.

2. **Regular Meeting and Non-Public Meeting Minutes –**

Regular Meeting and Non-Public Meeting Minutes of the March 24, 2022 meeting were approved on MOTION by Comm. Sullivan, seconded by Comm. Beaudoin. There being none opposed, the motion carried.

3. **SLR Presentation – Front Park Renovations** – Director Croasdale briefed the Board for the Board's information, are opinions of probable cost for both the Youngsville Athletic Park and Front Park Improvements, as well as some renderings of what the improvements might look like.

This is informational only. No vote is requested at this time.

4. **Finance Committee Report for April 2022** - Commissioner Sullivan reviewed the April 2022 monthly invoices, advanced drafts, inter-departmental transfers and P-card payments amounting to \$2,515,095.07. He noted that invoices were appropriate with nothing out of the ordinary.

On MOTION by Comm. Reardon, seconded by Comm. Brown, the Finance Committee Report was approved. There being none opposed, the motion carried.

5. **Director's Report**

- a Financials – Deputy Director Lescault briefed the Board the FY2022 unaudited financial statements for the nine months ended March 31, 2022

- b Personnel – Director Croasdale briefed the Board on current personnel issues. The following positions are currently open and/or posted to be filled; Two (2) Public Services Worker III positions; one (1) Public Services Worker II; Information Support Specialist; and; Watershed Maintenance Worker I.

Jack Cavanaugh and Nathan Trask were awarded two open Public Services Worker III positions. Both were currently PSW II's and have been with MWW for several years.

Kristin Conte was awarded the open WTP Laboratory Technician II position left vacant by the promotion of Cheryl Wood. Kristin has been working in the lab at MWW since 2004 and has a Bachelor's degree in Biology. She is well equipped to take on her new role.

Peter Hartshorn was awarded the open WTP Instrument Technician position. Pete has been with MWW for nine years, most recently as a WTP Operator II and has a Bachelor's degree and his grade 2 Operator's license.

David Boisvert was awarded the open Electrician I position left vacant by the promotion of Nate Young. Dave started with MWW in late 2000 and has worked in the treatment plant ever since, both as an Electrician and an Operator.

Doug Proulx was awarded the open WTP Chief Operator position. Doug has been with MWW since 2015, most recently as a Watershed Equipment Operator. Doug possesses his Treatment Operator Grade II certificate. He is excited and ready to take on a new challenge.

There were two work-related injuries this month.

There remains the one grievance (04-2021) outstanding involving not being selected for promotion to a Water Works Supervisor. An Arbitrator has been agreed to, with an arbitration scheduled for early June.

- c Water Treatment and Supply Report – Jeremy Bouvier, briefed the Board on monthly activity concerning the Water Treatment and Supply Division. Topics include but are not limited to; progress and schedule of; Kimball Drive Water Treatment Plant and Pump Station; Main Dam and Canal work; general Treatment and Supply activities.
- d Watershed Report – Watershed Land and Property Manager John O'Neil briefed the Board on monthly activity concerning the Watershed Division. Topics include, but are not limited to, Watershed Patrol/Trails activity; on-going projects; watershed crew work; Timber harvesting; other seasonal work or events.
- e Distribution Construction Report –Director Croasdale briefed the Board on on-going distribution activity.
- f. Round the Res Tower Hill 5 Miler – The flyer was presented for the race. Paper flyers are available to any commissioners who would like to take to hang around the City.
- g. Annual Water Quality Report – The 2021 Annual Water Quality Report was presented. This report is required to be made available to all our customers each year. We fulfil this reporting requirement by making it available on our City website page and notifying the customers as such on their quarterly bills.

6. **Tower Hill Church Summer Picnics** – Watershed Land and Property Manager John O'Neil briefed the Board for their consideration, an email request dated April 4, 2022 from Tower Hill Church to use the picnic area at Lake Massabesic for their Summer 2022 Church Socials to be held on Wednesday evenings from 6:00 - 8:00 p.m on July 6, 13, 20, 27, August 3, 10, 17, 24 and 31st.

This has been an annual event by the Church, well received by the public with never an issue. The Church invites and feeds public visitors during these socials.

In addition, Tower Hill Church agrees to pay for additional cleaning of one of the portable toilets from July 6, 2022 through August 31, 2022.

On MOTION by Comm. Sullivan, seconded by Comm. Beaudoin to approve Tower Hill Church's request to utilize the picnic area of Lake Massabesic for their summer picnics, from 6:00 – 8:00 p.m., on July 6, 13, 20, 27, August 3, 10, 17, 24 and 31st. There being none opposed, the motion carried.

7. **Bid Results - Chemicals** – Jeremy Bouvier briefed the Board that bids were opened on April 12, 2022 at 2:00 pm for process chemicals to be used at the water treatment plant for the first half of the fiscal year 2023. Commissioner Judy Reardon presided at this bid opening. Overall, chemical bids for FY2023 are significantly higher for chemicals used the most (aluminum sulfate, +48.7%; soda ash, +18.2%; and sodium hypochlorite, +110.6%) as compared to current costs. We had anticipated the cost increases based on discussions with suppliers. Due to the anticipated increases, we posted an addendum that reduced the contract time from one year to six months, in hopes that renegotiations could potentially lower the pricing after the initial six-month contract period.

Recommendations are based on the lowest responsible bid price received unless otherwise noted.

The bid summary comparison of FY2023 and FYI2022 were presented along with the full bid tabulation.

On MOTION by Comm. Reardon, seconded by Comm. Sullivan to approve the chemical bids (based on 6-month unit cost) as presented. There being none opposed, the motion carried.

8. **FY2023 Draft Budget** – Deputy Director Lescault briefed the Board the Draft summaries of the FY2023 Budget. Presented were summary pages only, if you would like detailed schedules please contact Sarah and she can provide a copy upon request. Below are notable changes from the FY2022 to FY2023 Budget:

- Revenue reflects a 9.5% rate increase for water usage, service charges, and fire service charges. No growth in usage has been built in.
 - See last page for schedule of future anticipated rate increases and their impact based on average residential usage – 9.5% equates to about \$30 annually per household
 - The State is offering funding for disadvantaged communities, which we qualify for based on the median income in Manchester. However, we cannot obtain the funding because our affordability index is required to be over 0.8% to qualify and with this increase we are still only at 0.57%

- \$1.25M of capital reserve funds are proposed to help fund the budget in FY2023.
- \$1M of bonding or state funding is being proposed to fund the implementation of MUNIS software.
- Salaries and wages increased \$275K primarily due to:
 - New positions added in Supply Division
 - An estimated 5% cost of living adjustment for non-affiliated employees and an estimated 3% for affiliated employees (not yet approved) and scheduled step and longevity increases.
- Supply Division's O&M Budget increase is a result of the increased chemical costs and scheduled repairs and maintenance.
- Finance and Administration Division's O&M Budget increase reflects an increase in the data processing costs related to the new software system. Health insurance rates for FY2023 have been estimated at a 3% increase, with no increase in dental insurance (based on information received from Human Resources as of 4/20/2022).

9. **OLD BUSINESS:** None.

10. **New Business:** None.

11. **Non-Public Session** – President York requested the meeting to go into non-public session to discuss land and lease issues in accordance with RSA 91-A:3, II (d) for consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

A MOTION was made by Comm. Reardon, seconded by Comm. Beaudoin, to enter non-public session. There being none opposed, the motion carried.

A MOTION was made by Comm. Sullivan, seconded by Comm. Brown, to conclude the non-public session.

Regular Meeting resumed from non-public session at 4:59 p.m.

12. **Adjournment** – If there is no further business, a motion would be in order to adjourn.

On MOTION by Comm. Sullivan, seconded by Comm. Beaudoin the meeting was adjourned at 4:59 p.m. There being none opposed, the motion carried.

Respectfully submitted,



Harold Sullivan
Clerk